

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



July 18, 1975

ALL-COUNTY LETTER NO. 75-147

TO: ALL COUNTY WELFARE DEPARTMENTS

ATTENTION ALL STAFF DEVELOPMENT SUPERVISORS

SUBJECT: REVISION OF FORM GEN 686, "STAFF DEVELOPMENT TRAINING REPORT"

REFERENCE:

The attached revision of Form GEN 686 and instructions will become effective July 1, 1975 and should be utilized to report July 1975 and subsequent training activities. Changes from the original form are as follows:

1. The category "other" has been eliminated.
2. The categories "clerical and technical," "Civil Rights," and "Adult Aid Programs" have been added.
3. Activities such as fraud prevention, quality control, corrective action, and cultural awareness have been included within specific categories.
4. The Instructions and Definitions have been clarified.

The purpose of this revision is to save time spent by county and state staff in categorizing training activities, while increasing the accuracy of the training activity reports.

Additional copies of the revised form and instructions will be sent under separate cover. Inquiries regarding the report should be directed to the Information Desk, Program Information Bureau, (916) 322-2230 or (ATSS) 492-2230.

Sincerely,

GARY G. ADAMS
Deputy Director

Attachment

cc: CWDA

OBSOLETESuperseded by ACL # 77-15Issued 3-17-77

GEN 654 (2/75)

Send one copy to:

Department of Benefit Payments
Program Information Bureau
744 P Street, Mail Station 12-81
Sacramento, California 95814

STAFF DEVELOPMENT TRAINING REPORT

		COUNTY		
		FOR (MONTH, YEAR)		
PERSONHOURS OF TRAINING IN SUBJECT AREA	STAFF CLASSIFICATION			
	Administration & Management		Eligibility Workers	Clerical and Support
	ES II and Above	Eligibility Unit Supervisors		
1. TOTAL				
a. Management and Supervision				
b. Clerical and Technical				
c. Orientation and Induction				
d. AFDC Eligibility and Grant				
e. Public Assistance Food Stamps .				
f. Nonassistance Food Stamps				
g. Civil Rights				
h. Adult Aid Programs				
PERSON TO CONTACT REGARDING THIS REPORT		TELEPHONE NUMBER		DATE PREPARED

CONTENT

This report provides monthly data on the type and extent (in personhours) of training activities received by county welfare personnel according to staff classification.

PURPOSE

The report is necessary to (1) provide the Department and other interested agencies with data for evaluating state and local agency training programs against federal statutes and state regulatory requirements, (2) assist the counties in maintaining records for fiscal and auditing purposes, and (3) provide the Department with data for general planning of training and establishing priorities among training programs.

DISTRIBUTION OF REPORTED INFORMATION

Data from these reports will be available to Department of Benefit Payments management, county welfare departments, and other interested agencies and individuals.

DUE DATE

Reports are due in Sacramento not later than the 20th calendar day of the month following the report month. Send reports to:

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INSTRUCTIONS

In each box, enter the number of personhours of training during the report month in that subject area, by persons in that staff classification. If a training activity deals with more than one subject area, proportionately distribute personhours among the areas involved. Then enter in Item 1 the total number of personhours from Items 1(a) through 1(h) for the appropriate staff classification. There is no need to report numbers of persons involved.

Do not count hours spent in preparation or administration of training activities.

Do not include training given to persons who are not paid employees of the county welfare department (e.g., Neighborhood Youth Corps).

Report only training activities related to income maintenance. Exclude training on Medical Assistance Only, GR, and Services; also exclude training activities sponsored by the Department of Benefit Payments.

DEFINITIONS

Training Activities — Those activities which are specifically designed to raise the staff's level of professional competence. They may be either formal or informal. Formal activities include in-service training and participation in workshops, lectures, conferences, and institutes that are sponsored either by the county welfare department or outside agencies and organizations (other than the State Department of Benefit Payments). Informal activities include unit meetings or general informational meetings for staff with the above stated purpose.

Personhour — One hour of training for one employee. For example, if seven employees participated in a training session that lasted one hour, enter seven personhours. Round off to the nearest whole personhour.

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FOR (MONTH, YEAR)

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